

MERIT SALARY ADJUSTMENT (MSA)

DPA Rule 599.683. If the appointing authority certifies in the manner prescribed by the Director of the Department of Personnel Administration that the employee has met the standards of efficiency required for the position, the employee who is not paid at the maximum step of the salary range shall receive a merit salary adjustment equivalent to one step in the salary range provided that rate does not exceed the maximum salary rate effective on the first of the monthly pay period next following completion of:

- (a) Twelve months of qualifying service after:
 - 1. appointment; or
 - 2. last merit salary adjustment; or
 - 3. last special in-grade salary adjustment; or
 - 4. movement between classes which resulted in a salary increase of one or more steps; or
- (b) The number of months of qualifying service as provided by the Department of Personnel Administration after movement between classes which resulted in a salary increase of less than one step. The Department of Personnel Administration shall provide that the number of months of qualifying service be proportionately reduced from 12 to the number of months that will permit the employee to receive approximately the same annual salary the employee would have received with a one-step increase. (Register 83, No. 38.)

<u>Percent Between Ranges</u>	<u>Merit Salary Adjustment</u>
None	Retains Anniversary Date
.1 to .5	After: 2 qualifying pay periods
.6 to 1.0	After: 3 qualifying pay periods
1.1 to 1.5	After: 4 qualifying pay periods
1.6 to 2.0	After: 5 qualifying pay periods
2.1 to 2.5	After: 6 qualifying pay periods
2.6 to 3.0	After: 7 qualifying pay periods
3.1 to 3.5	After: 9 qualifying pay periods
3.6 to 4.0	After: 10 qualifying pay periods
4.1 to 4.5	After: 11 qualifying pay periods
4.6 to 5.0	After: 12 qualifying pay periods

SPECIAL IN-GRADE SALARY ADJUSTMENT (SISA)

DPA Rule 599.685. If the appointing authority certifies in the manner prescribed by the Director of the Department of Personnel Administration that the employee has met the standards of efficiency required for the position, the employee who is paid at the minimum step of the salary range in a class designated by the Department of Personnel Administration may receive a special in-grade salary adjustment to the second step of the salary range effective on the first of the monthly pay period next following completion of:

- (a) Six months of qualifying service after the appointment; or
- (b) As otherwise may be provided by the Department of Personnel Administration. When movement between classes to the minimum step results in a salary increase of less than one step, the Department of Personnel Administration shall provide that the months of qualifying service be proportionately reduced from six to the number of months of qualifying service that will permit the employee to receive approximately the same annual salary the employee would have received upon appointment to the minimum step with a one-step increase. (Register 83, No. 37.)

Classes are eligible for a special in-grade salary adjustment based on the following criteria unless excluded by action of the Department of Personnel Administration:

- All classes with a maximum of \$1536 or lower.
- Classes with a maximum of \$1537 to and including \$2142, if recruitment is from outside State service.
- Classes with a maximum of \$2143 to and including \$2762, as designated by the Department of Personnel Administration, when recruitment is from outside State service and the State has experienced recruitment difficulties.
- Classes with maximums higher than \$2762 are not eligible.

Range A is used to determine the maximum. If a special in-grade salary adjustment is authorized for the class it applies to all ranges even though the salary range for other than Range A may exceed the maximum, unless limited to a specific range(s) by the Department of Personnel Administration.

<u>Percent Between Ranges</u>	<u>Special In-Grade Salary Adjustment</u>
None	Retains Anniversary Date
.1 to .5	After: 2 qualifying pay periods and after an additional: 3 qualifying pay periods
.6 to 1.0	After: 2 qualifying pay periods and after an additional: 5 qualifying pay periods
1.1 to 1.5	After: 2 qualifying pay periods and after an additional: 5 qualifying pay periods

<u>Percent Between Ranges</u>	<u>Special In-Grade Salary Adjustment</u>
1.6 to 2.0	After: 3 qualifying pay periods and after an additional: 5 qualifying pay periods
2.1 to 2.5	After: 3 qualifying pay periods and after an additional: 6 qualifying pay periods
2.6 to 3.0	After: 3 qualifying pay periods and after an additional: 7 qualifying pay periods
3.1 to 3.5	After: 4 qualifying pay periods and after an additional: 7 qualifying pay periods
3.6 to 4.0	After: 4 qualifying pay periods and after an additional: 8 qualifying pay periods
4.1 to 4.5	After: 5 qualifying pay periods and after an additional: 7 qualifying pay periods
4.6 to 5.0	After: 6 qualifying pay periods

